



INSTRUCTIONS FOR BOARD OF ADJUSTMENT/ ZONING AND PLANNING BOARD APPLICATION

1. Fill out the application as best you can, especially the hardship statement on page 2 (*Application for a Variance Hearing* only). Sign it on the last page and have it notarized. You **do not** have to make copies.
2. Submit **19 copies** of the survey of your property, which must be **less** than 1 year old and reduced to **half-scale**. If for a boat or rv variance, make sure that the survey shows all applicable items on your property, including trees, bushes, mechanical equipment, location of boat or rv with dimensions, etc.
3. Submit **19 copies** of your proposed site plan (what you plan to do with your property), reduced to **half-scale**. Show your completed proposal with all rear, front, and side yard setbacks indicated. Any and all proposed additions to the property, including a. c. units, pool equipment, etc., must be included on the proposed site plan.
4. Submit **19 copies** of your proposed floor plan, reduced to **half-scale**, with all dimensions and doors and windows indicated.
5. Submit **19 copies** of your proposed elevations page, reduced to **half-scale**, with all dimensions indicated.
6. For variance requests for a rear yard canopy or chickee hut, in addition to a survey and site plan, detailed construction drawings for the canopy or chickee hut are also required.
7. For variance requests to maintain a boat or other recreational vehicle in the side yard of a property, please be sure to indicate the total length (including trailer), height and width of the boat or rv on the survey, as well as any existing mechanical equipment, landscaping or other obstructions on the property which have a bearing on the case.
8. There is an application fee for the Board of Adjustment and the Zoning and Planning Board, in the form of a check and payable to the "City of Miami Springs." Please consult the current Fee Schedule for details.
9. Call the City Planner at 305-805-5034 in order to set up an appointment to submit all these materials and to get a receipt for the application fee.
10. Board of Adjustment meetings are held the first Monday of the month (except for an annual July recess), at 7:00 pm in the City Council chambers in City Hall. The Zoning and Planning Board meets the same night immediately after the Board of Adjustment (and has the same members).
11. It is the responsibility of the Applicant to supply their own translator, if needed.
12. Deadline for submittal of all materials for the hearing is by the close of the business day of **the 1st of each month**. If all required plans, applications, fees, letters, etc., are not in by that day and time, the case will not be placed on the agenda for that month.
13. Please note: The Planning Office reserves the right to reject (and request a re-drawing of) any surveys, plans or plan sheets that it deems out-of-date, unclear or illegible.

**BOARD OF ADJUSTMENT
CITY OF MIAMI SPRINGS, FLORIDA**

APPLICATION FOR A VARIANCE HEARING

OFFICIAL USE ONLY

Case No. : _____ -V- _____ Date: _____ Fees Paid/ Receipt No. : _____

Date hearing is advertised: _____ Date set for Public Hearing: _____

The owner and/or his/her agent has _____ has not _____ submitted a application regarding the subject within the last six months.

(I) (We) _____ of _____

Owners Name

Address Variance Requested For

Request that a determination be made by the Board of Adjustment of the City of Miami Springs, on the following appeal that was denied by the Building Official on _____ for the reason that it is a matter, in which the Building official could not exercise discretion and which, in his opinion, might properly come before the Board.

A variance is requested from Sec. _____, Sub-Sec. _____ Para. _____ to the Schedule of District Regulations of the Zoning Ordinance of the City of Miami Springs, for the following reason:

_____ It is an appeal for an interpretation of the ordinance, Schedule of Districts.

_____ It is a request for a variance relating to the area, frontage, yard or open space, height, or _____ (state if the request is for a purpose other than those listed above).

The legal description is _____

Lot(s)

Block

Subdivision

Also known as (if applicable) _____

Lot Size: _____ Present Zoning District: _____

Present Use: _____ Present Structure on the Land: _____

Effect of petition if granted: _____

Have any previous applications or appeals been filed within the last six (6) months in connection with these premises? Yes _____ No _____

If yes, briefly state the nature of the previous application. _____

Interest of applicant to the premises affected: _____

(Owner /Lessee/ Agent)

If you are the owner, how long have you owned this property? _____

What is the approximate cost involved in this change? \$_____

(I) (We) believe that the Board of Adjustment should grant this petition for the following reasons:

(Please include the grounds for the appeal and reasons with respect to the law and fact for granting the appeal or special exception or variance. **SHOWING OF UNNECESSARY HARDSHIP MUST BE MADE BEFORE A VARIANCE CAN BE GRANTED;** the grounds must be stated.)

_____ Attached are nineteen (19) copies of a recent survey of the property in question, showing the boundary lines, together with the boundaries of the proposed changes and/or additions, for which a variance is requested as previously described herein.

_____ Attached are nineteen (19) copies of the site plan for the proposed building or addition for which a variance is requested as previously described herein.

(I) (We) understand this petition becomes part of the permanent records of the Board of Adjustment.

(I) (We) hereby certify that the above statements and the statements or showing made in any papers and/or plans submitted are true to the best of my/our knowledge and belief.

Signature of Owner

Signature of Co-Owner

Printed Name of Owner

Printed Name of Co-Owner

Daytime Phone Number

Daytime Phone Number

The contents of this Petition are Sworn
to and subscribed before me this _____
day of _____, 20_____.

The contents of this Petition are Sworn
to and subscribed before me this _____
day of _____, 20_____.

Signature of Notary Public- State of Florida

Signature of Notary Public- State of Florida

Print, Type, or Stamp Name of Notary Public

Print, Type, or Stamp Name of Notary Public

Commission Expiration Date: _____
Commission Expiration Date: _____

Personally Known to me _____

Personally Known to me _____

Produced Identification _____

Produced Identification _____